



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

ATBO-C

29 AUG 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority for Superior Qualification Appointments (SQA)

1. References:

a. Title 5, United States Code, section 5333, and 5 Code of Federal regulations, Part 531.212.

b. DoD 1400.25-M, subchapter 531.3.1 (Encl 1).

c. Matrix Delegation of Authority, 5 Mar 09 (Encl 2).

2. Authority to approve SQAs for civilian employees, except for senior executive service members, is delegated to:

a. TRADOC Deputy Commanding General/Chief of Staff.

b. Major subordinate organization commanders.

c. Centers of Excellence commanders.

d. TRADOC school commandants

e. Commanders/directors of special activities who report directly to HQ TRADOC.

f. TRADOC Deputy Chiefs of General and Chiefs of Special Staff Offices.

3. This authority cannot be further delegated. This discretionary authority is provided to set the rate of basic pay of newly appointed employees at a rate above the minimum rate of a general schedule grade due to the candidate's superior qualifications or a special need for the candidate's services in accordance with references 1a-c.

Additional guidance:

a. Prior to executing this authority, approving officials must first offer a recruitment incentive. Documentation that this incentive was considered and accepted/declined must be maintained. A recruitment incentive and advanced in-hire rate may both be paid, if warranted, as outlined above.

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b. Each SQA determination must be in writing, prior to the employee's entrance on duty and should be reviewed by the appropriate Civilian Personnel Advisory Center for compliance with related policies.

2 Encls



ROBERT W. CONE
General, U.S. Army
Commanding

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U.S. Army Aeronautical Services Agency

Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC

CF:

CPACs (w/encls)

SC531. SUBCHAPTER 531

PAY UNDER THE GENERAL SCHEDULE

- References:
- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," October 17, 2006
 - (b) Sections 5333, 5334, and 5336 of title 5, United States Code
 - (c) Section 1586 of title 10, United States Code
 - (d) Title 5, Code of Federal Regulations, Parts 430, "Performance Management," and 531, "Pay Under the General Schedule"

SC531.1. PURPOSE

Under the authority of Reference (a), this Subchapter implements DoD policy on "Pay Under the General Schedule" under Chapter 53 of 5 U.S.C. (Reference (b)), 10 U.S.C. 1586 (Reference (c)), and 5 CFR 430 and 531 (Reference (d)).

SC531.2. APPLICABILITY

This Subchapter applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

SC531.3. DETERMINING RATE OF BASIC PAY

SC531.3.1. Advanced In-Hire Rates

SC531.3.1.1. Authority. The authority to use superior qualifications appointments to set advanced in-hire rates at all grade levels under Reference (b) and section 531.212 of Reference (d), is delegated through Component and command channels to officials who exercise personnel appointing authority (normally the head of an installation or activity).

SC531.3.1.2. Responsibilities

SC531.3.1.2.1. Officials to whom the use of superior qualifications appointments is delegated must apply the guidelines and documentation criteria for setting advanced in-hire rates of pay under sections 531.212(c)(1)-(10) of Reference (d).

SC531.3.1.2.2. Officials making a superior qualifications appointment must consider a recruitment incentive before providing advanced rates. Documentation of a superior

qualifications appointment must include reasons for authorizing an advance rate instead of, or in addition to, a recruitment incentive.



General Information

CPOL Home > Library Index > General Information > Matrix: Dele

Matrix: Delegation of Authority

Category	Description of Delegation	Approval Level	Reference	Available At: (Link)
Personnel management in agencies, AR690-200, Chapter 250	Authority for the conduct of civilian personnel matters and "appointing authority"	Major Army commands (MACOMs) and Administrative Assistant to the Secretary of the Army (AASA) with authority to redelegate through command channels to commanders of independent field activities	AR 690-200, Chapter 250	http://www.usapa.army.mil/cpol/ar690-200/c5ar690-200chap250/subchapter1
Civilian service recognition	Authority to approve the Sec Def Medal for Global War on Terrorism (GWOT)	Commander (lieutenant colonel and above) or civilian equivalent	Army Memo, 30 Jul 08, subject: Delegation of Authority - Sec Def Medal for GWOT	http://cpol.army.mil/library/mer/secdef-gwot.html
Civilian honorary recognition	Authority to approve the Meritorious Civilian Service Award	ACOM, ASCC, DRU Commanders/ AASA	AR 672-20, (01/29/1999), Incentive Awards, para 8-3 and Table 8-1	http://www.usapa.army.mil/pdffiles/r672_20.pdf
Civilian honorary recognition	Authority to approve the Superior Civilian Service Award	Commander (major general and above) or civilian equivalent	AR 672-20, (01/29/1999), Incentive Awards, Change 1, para 8-4	http://www.usapa.army.mil/pdffiles/r672_20.pdf
Civilian honorary recognition	Authority to approve the Commander's Award for Civilian Service	Commander (colonel and above) or civilian equivalent	AR 672-20, Incentive Awards, paragraph 8-5 and Table 8-1	http://www.usapa.army.mil/pdffiles/r672_20.pdf
Civilian honorary recognition	Authority to approve the Armed Forces Civilian Service Medal	ACOM, ASCC, DRU Commanders/ AASA and Principal HQDA Staff Agency Heads; this authority may be redelegated	AR 672-20, (01/29/1999), Incentive Awards, Change 1, para 8-14	http://www.usapa.army.mil/pdffiles/r672_20.pdf
Public service awards	Authority to approve the Outstanding Civilian Service	Secretary of the Army or ACOM, ASCC, DRU Commanders/ AASA. May be redelegated to any	AR 672-20, (01/29/1999), Incentive Awards, Change 1,	http://www.usapa.army.mil/pdffiles/r672_20.pdf

	Award	commander in the rank of Major General or above	para 9-3	
Public service awards	Authority to approve the Commander's Award for Public Service	Any commander, (colonel and above); Commanders exercising courts-martial authority; Principal officials of HQDA staff agencies; and Officials of general officer or SES rank.	AR 672-20, (01/29/1999), Incentive Awards, Change 1, para 9-4	http://www.usapa.army.mil/pdffiles/r672_20.pdf
Public service awards	Authority to approve the Civilian Award for Humanitarian Service	ACOM, ASCC, DRU commanders/ AASA	AR 672-20, (01/29/1999), Incentive Awards, Change 1, para 9-6	http://www.usapa.army.mil/pdffiles/r672_20.pdf
Monetary form of recognition	Authority to approve cash awards up to \$10,000	ACOM, ASCC, DRU commanders/ AASA for cash awards up to \$10,000. They may delegate to subordinate commands or activities authority to approve any amount up to \$10,000	AR 672-20, (01/29/1999), Incentive Awards, Change 1, para 2-5	http://www.usapa.army.mil/pdffiles/r672_20.pdf
Monetary form of recognition	Performance awards exceeding 10% of Basic Pay	AOM, ASCC, DRU commanders/ AASA	AR 672-20, Incentive Awards, paragraph 5-4	http://www.usapa.army.mil/pdffiles/r672_20.pdf
Foreign allowances	Authority to extend the 10-day limit for Foreign Transfer Allowance	MACOM commanders/AASA without further delegation	DASA(CPP) memo, subject: Delegation of Authority to Approve Certain Foreign Allowances (03/20/2000)	http://cpol.army.mil/library/benefits/del_forallow.html
Foreign allowances	Authority to approve simultaneous payment of temporary quarters subsistence allowance (TQSA) and living quarters allowance (LQA)	MACOM commanders/ AASA with further delegation authorized to local commander but no lower	DASA(CPP) memo, subject: Delegation of Authority to Approve Certain Foreign Allowances (03/20/2000)	http://cpol.army.mil/library/benefits/del_forallow.html
Foreign allowances	Authority to approve waivers for LQA when unusual circumstances or circumstances or other circumstances described in memo exist	MACOM commanders/ AASA. This authority cannot be further delegated.	DASA(CPP) memo, subject: Delegation of Authority to Approve Certain Foreign Allowances (03/20/2000)	http://cpol.army.mil/library/benefits/del_forallow.html
Foreign Allowances	Authority to approve Separate Maintenance	MACOM commanders/ AASA. This authority cannot	DASA(CPP) Memo, SUBJECT: Delegation of Authority to Approve Certain Foreign	http://cpol.army.mil/library/benefits/del_forallow.html

	Allowances	be further delegated.	Allowances (03/20/2000)	
Delegated examining authority	Authority to approve requests for additions to the delegated examining authority of examining offices	CHRA	DASA(CPP) memo, subject: Delegated Examining Authority (07/17/2001)	http://cpol.army.mil/library/staff/stf_del-x-auth.html
Repayment of student loans	Authority to approve repayment of student loans	MACOM commanders/ AASA for redelegation to lowest practical level	DASA(CPP) memo, subject: Department of Defense (DoD) Student Loan Repayment Program (03/22/2005)	http://cpol.army.mil/library/benefits/032205-sloan.htm
Professional liability insurance (PLI) reimbursement requests	Authority to approve professional liability insurance (PLI) reimbursement requests	MACOM commanders/ AASA for redelegation to the lowest practical level.	DASA(CPP) memo, subject: Delegation of Authority to Approve Professional Liability Insurance (PLI) Reimbursement Requests (09/29/2000)	http://cpol.army.mil/library/benefits/del_auth_pli.html
Payment of expenses to obtain professional credentials	Authority to pay for employees to obtain and renew professional credentials	MACOM Commanders/ AASA with authority to redelegate to lowest practical level	ASA(M&RA) memo, subject: Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees (06/20/2003)	http://cpol.army.mil/library/train/tld-062003.html
Short-term training	Authority to approve short-term (120 calendar days or less) non-Government training	Installation and activity commanders, who may delegate the authority to line managers	TAPC-CPP-T memo, subject: Policy Changes on Non-Government Training (07/26/1993)	http://cpol.army.mil/library/train/930726.html
Restoration of annual leave	Authority to make determination of exigency which prevented the employee from using leave to avoid forfeiture	MACOM commanders/ AASA with authority to redelegate to installation commander; further delegation authorized	DASA(CPP) memo, subject: Restoration of Annual Leave (12/07/2001)	http://cpol.army.mil/library/benefits/ben_120701.html
Position classification authority	Authority to classify civilian positions.	MACOM commanders/ AASA with provisions for delegation through subordinate supervisory chain	DASA(CPP) memo, subject: Delegation of Position Classification Authority (11/17/1997)	http://cpol.army.mil/library/class/del_cl_auth.html
Hours of work	Authority to establish and change tours of duty of civilian employees, establish flexible and compressed work schedules and make adverse agency impact determinations with respect to the establishment or	Commanders or directors of activities employing civilian personnel	DASA(CPP) memo, subject: Delegation of Authorities, 5 U.S. Code Chapter 61, Hours of Work (12/04/2001)	http://cpol.army.mil/library/benefits/ben_120401-2.ht

	termination of flexible and compressed work schedules			
DA career intern program mobility agreements	Authority to waive fulfillment of intern mobility agreements for ACTEDS centrally funded interns	MACOM commanders and AASA (NOTE: AR 690-950 is being revised for clarity)	AR 690-950, Career Management (01/31/2002), para 3-24b	http://docs.usapa.belvoir.af.mil/jw2/xmldemo/r690_950/hr
Reduction in force (RIF)	Authority to approve action involving involuntary separation by RIF or transfer of function (TOF) outside the commuting area, or fewer than 50 direct hire, permanent, U.S. citizen employees. (Excluding SES)	MACOM commanders/ AASA with authority to redelegate no lower than commanders and heads of subordinate activities.	DAPE-CPE message 171955Z, Feb 94, subject: Delegation of Authority - Reduction in Force (RIF) and Voluntary Separation Incentive Pay (VSIP) (02/17/1994)	http://cpol.army.mil/library/staff/stf_rif_vsip.html
Reduction in force (RIF)	Authority to approve action involving involuntary separation by RIF or transfer of function (TOF) outside the commuting area, of 50 or more direct hire, permanent, U.S. citizen employees. (Excluding SES)	Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA))	DAPE-CPE message 171955Z, Feb 94, subject: Delegation of Authority - Reduction in Force (RIF) and Voluntary Separation Incentive Pay (VSIP) (02/17/1994)	http://cpol.army.mil/library/staff/stf_rif_vsip.html
Divestiture of civilian personnel authorities	Authority to approve Regularly Scheduled Standby Duty Pay.	MACOM commanders/ AASA and can be further delegated to lowest practical level	ASA(M&RA) memo, subject: Divestiture of Civilian Personnel Authorities (11/18/1996)	http://cpol.army.mil/library/staff/stf_div_cpa.html
Divestiture of civilian personnel authorities	Authority to approve Premium Pay on an Annual Basis for Admin Uncontrollable Work	MACOM commanders/ AASA and can be further delegated to lowest practical level	ASA(M&RA) memo, subject: Divestiture of Civilian Personnel Authorities (11/18/1996)	http://cpol.army.mil/library/staff/stf_div_cpa.html
Divestiture of civilian personnel authorities	Authority to approve Training Agreements	MACOM commanders/ AASA and can be further delegated to lowest practical level	ASA(M&RA) memo, subject: Divestiture of Civilian Personnel Authorities (11/18/1996)	http://cpol.army.mil/library/staff/stf_div_cpa.html
Divestiture of civilian personnel authorities	Authority to approve advanced-in hiring rates	MACOM commanders/ AASA and can be further delegated to lowest practical level	ASA(M&RA) memo, subject: Divestiture of Civilian Personnel Authorities (11/18/1996)	http://cpol.army.mil/library/staff/stf_div_cpa.html
Divestiture of civilian personnel authorities	Authority to decide on conversions of positions brought into the competitive service	MACOM commanders/ AASA; cannot be further delegated	ASA(M&RA) memo, subject: Divestiture of Civilian Personnel Authorities (11/18/1996)	http://cpol.army.mil/library/staff/stf_div_cpa.html

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Divestiture of civilian personnel authorities	Authority to file reports of Intergovernmental Personnel Act Agreements	MACOM commanders/ AASA and can be further delegated to lowest practical level	ASA(M&RA) memo, subject: Divestiture of Civilian Personnel Authorities (11/18/1996)	http://cpol.army.mil/library/staff/stf_div_cpa.html
Time-in-grade restrictions	Authority to approve promotions as exceptions to the time-in-grade restrictions to avoid hardship to the agency or the employee in individual meritorious cases. Provisions apply to both the competitive and excepted services.	Officials with personnel appointing authority	DAPE-CPE message 162215Z, Sep 91, subject: Revision of Office of Personnel Management (OPM) Regulations Governing Time-in-Grade (TIG) Restrictions (09/16/1991)	http://cpol.army.mil/library/staff/stf_opm_tig.html
Time limits for certain temporary appointments	Authority to approve exceptions to the two-year maximum service limit for individual appointments and to the restrictions on successive temporary appointments to the same or successor positions	Commanders at bases scheduled to close within two years	DAPE-CPC message 071800Z, Feb 95, SUBJECT: Exceptions to Time Limits for Certain Temporary Appointments (02/07/1995)	http://cpol.army.mil/library/staff/tempappt95.html
Appointment of certain civilian health care professionals	Authority to use Secretary of Veterans Affairs' authority for appointment of civilian health care professional occupations listed in Title 38	MACOM commanders/ AASA who may further delegate	ASA(M&RA) memo, subject: Delegation of Authority Under Section 8102, Department of Defense Appropriations Act for Fiscal Year 2005 (Public Law 108-287 (11/17/2004)	http://cpol.army.mil/library/staff/111704-delauth.html
Hours of work and payment of premium pay	Authority to use the Secretary of the Department of Veterans Affairs authority for title 38 premium pay-related authorities and hours of work authorities	Designated MACOM commanders who may further redelegate to lowest practicable level	ASA(M&RA) memos, subject: Recruitment and Retention of Civilian Medical Personnel (05/21/04 and 12/10/04)	http://cpol.army.mil/library/staff/121004-civmedpers. and http://cpol.army.mil/library/staff/052104-civmedpers.
Waive 30 days of 3-year minimum service requirement under Veterans Employment Opportunities Act (VEOA)	Authority to waive 30 days of the 3-year minimum service requirement under the amendments to the VEOA of 1998	MACOM commanders/ AASA and Civilian Human Resources Agency (CHRA)	DASA(CPP) memo, subject: Delegation of Authority to Waive 30 Days of the 3-year Minimum Service Requirement under the Amendments to the Veterans Employment Opportunities Act (VEOA) of 1998 (11/14/2004)	http://cpol.army.mil/library/staff/111400-delauth.html

Premium pay limitations	Authority to waive application of the biweekly limitation on premium pay for employees performing critical work	Officials with personnel appointing authority	AG-1(CPP) memo, subject: Premium Pay Limitations (04/04/2003)	http://cpol.army.mil/library/benefits/ben_040403.html
Grade and pay retention	Authority to extend grade and pay retention	MACOM commanders/ AASA with authority to redelegate to appointing officials	HQDA message, DAPE-CPE, 171340Z August 1990, subject: Delegation of Grade and Pay Retention Approval Authority (08/17/1990)	http://cpol.army.mil/library/benefits/del_auth_pay.htm
Direct hire	Authority to exercise the direct hire authorities provided by OPM regulations published in the June 13, 2003 Federal Register	MACOM commanders/ AASA who may further delegate to the lowest practical level	ASA(M&RA) memo, subject: Delegation of New Human Resource Flexibilities - Direct Hire Authority (12/08/2003)	http://cpol.army.mil/library/staff/120803-del.html
Voluntary early retirement authority (VERA) and Voluntary separation incentive pay (VSIP)	Authority to approve VERA/VSIP for employees up to the GS-15 level or equivalent	MACOM commanders/ AASA who may further delegate to the lowest practical level, but not lower than the local commander or activity head	ASA(M&RA) memo, subject: National Security Personnel System - Voluntary Separation Incentive Pay (VSIP) and (VERA) (01/29/2004)	http://cpol.army.mil/library/staff/012904nsps-vsipvera
Dual compensation reduction waivers	Authority to extend 9-11 dual compensation reduction waivers during the national emergency	MACOM commanders/ AASA who may further delegate to the lowest practical level, but not lower than the local commander or activity head	AG-1(CPP) memo, subject: Delegation of Dual Compensation Reduction Waivers (06/30/2004)	http://cpol.army.mil/library/staff/060304-deldualcomp
Retired military 180-day wait waivers (NOTE: review requirement is suspended during current national emergency)	Authority to approve appointments of retired members of the armed forces within 180-days after retirement (NOTE: review requirement is suspended during current national emergency)	MACOM commanders/ AASA; approval authority may not be redelegated (NOTE: review requirement is suspended during current national emergency)	DASA(CPP) memo, subject: Delegation of Authority to Approve Appointments of Retired Members of the Armed Forces Within 180 Days After Retirement (09/14/2000) (NOTE: review requirement is suspended during current national emergency)	http://cpol.army.mil/library/staff/del_auth180.html (NOTE: review requirement is suspended during current national emergency)
Academic degree training	Authority to approve civilian academic degree training	ASA(M&RA)	G-1 memo, subject: Recission of Delegation of Authority for Civilian Personnel Policy/Management (10/30/2003)	http://cpol.army.mil/library/train/103003-recind.html

Employment of annuitants	Authority to hire and compensate annuitants at grades GS-15 and below or equivalent	Managers and supervisors	ASA(M&RA) memo, subject: Employment of Annuitants (04/13/2004)	http://cpol.army.mil/library/staff/041304-annuitants.h
Suitability determinations and adjudication	Authority for suitability determinations and adjudication	CHRA	AG-1 for CP memo, subject: Delegation of Authority for Suitability Adjudication 06/02/2005	http://cpol.army.mil/library/staff/060205suitability.htm